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MEET 5

A G E N D A

Document No. 0201

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA MSG. 771203

OTR STAFF MEETING

Tuesday
28 Sept 54

Date: 7 Feb 76 By: 022

1. Incentive Awards Program [REDACTED] 25X1A
2. Report on the Forthcoming Agency Orientation Course [REDACTED] 25X1A
3. Community Chest Campaign (Mr [REDACTED]) 25X1A
4. Report on Conference [REDACTED] on 18-19 September (Mr. Baird) 25X1A

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DTR

M I N U T E S

OTR STAFF MEETING


T u e s d a y
28 Sep 54

25X1A

Attendance:


25X1A

Mr. Baird, D/TR



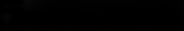
1. Incentive Awards Program:

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Mr.  Executive Secretary, Incentive Awards Program, outlined the purpose and scope of the program as operated within this Agency. He pointed out that the award program had grown from a trickle of suggestions in calendar year 1952 to the acceptance in 1953 of employee suggestions effecting annual savings in excess of \$82,000. The number of suggestions submitted during the first six months of the current calendar year is slightly more than for either of the semi-annual periods in 1953. In view of recent legislation to be effected November 30th, 1954, liberalizing the monetary awards which may be granted to government employees, it can be presumed that there will be much greater increases in suggestions submitted.

Contrary to popular supposition the bulk of employee suggestions are not submitted by lower grade personnel. Suggestions within the Agency have come principally from the GS-11 and GS-12 levels; almost two-thirds of all suggestions are submitted by employees in the grade range GS-9 to 15.

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 congratulated OTR on recognition within the Office of the Superior Accomplishment mechanism. (OTR employees have had three such awards with one in process. Although this number is small, it is relatively better in OTR than in other principal offices.)

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25X1A Mr. Baird inquired as to areas overlooked within OTR wherein the Incentive Awards program could operate more effectively. Mr. [REDACTED] commented on the possibility of group awards. Mr. [REDACTED] singled out the "County Fair" Exhibit as illustrative. 25X1A

25X1A Following Mr. [REDACTED] informative remarks and outline of the procedures for processing awards or suggestions under the program, Mr. Baird made these comments:

a. Since the recommendations for Incentive Awards are a supervisory tool, it is the responsibility of all key staff officials within OTR to acquaint themselves better with this program and to implement it. 25X1A

b. As OTR representative on the Incentive Awards program, Mr. [REDACTED] was designated by Mr. Baird to "needle" Division and Staff Chiefs so that deserving individuals or groups of employees are recognized and identified through the awards program.

c. The many suggestions received by OTR for analysis and comment should be given serious and prompt consideration by those requested to submit information or prepare replies.

25X1A d. [REDACTED] was urged to stress in management courses the supervisory and management benefits to be derived from full acceptance of the Incentive Awards program.

2. Report on the Forthcoming Agency Orientation Course:

25X1A Mr. [REDACTED] distributed programs for the Agency Orientation Course to be conducted October 5-8 at the Agriculture Auditorium.

3. Community Chest Campaign:

25X1A Mr. [REDACTED] announced that Community Chest solicitation within the Agency would begin with the distribution of pledge cards to an Advance Gift Group. Individual employee cards on all GS-13s and above were to be distributed to Staff and Division Chiefs by Mr. [REDACTED] following the meeting. It was 25X1A announced that Mr. [REDACTED] would designate key men for solicitation of other employees. There was some discussion of the relatively low average gift from Agency employees as compared in the past with other parts of the Government. 25X1A

25X1A 4. Report on Conference [REDACTED] on 18-19 September:

25X1A A conference held 18-19 September [REDACTED] to promote the development of intelligence literature was reported on by [REDACTED] with additional 25X1A remarks by Mr. Baird and [REDACTED]. The conferees, in addition to those OTR representatives, were principal officials from DD/I and DD/P. 25X1A

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██████████ reported that it was the consensus of the group that there was a recognized need to be filled in the Intelligence Community on correlating intelligence literature (non substantive). The conferees explored various means of satisfying this need.

Mr. Baird noted that there ^{were} ~~was~~ almost no limitations to what could be accomplished by various interested parties working together on a good-will basis, but that the advantages to accrue would be destroyed if bureaucratic regulations were required to identify TO slots or to establish regular procedures for detailing personnel qualified to perform these tasks.

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It was emphasized by Mr. ██████████ that the Office of Training stood in an enviable position to start the ball rolling. He observed that Sherman Kent and Otto Guthe were agreeable to providing personnel for six to twelve months from DD/I-wherein intelligence problems are small in number but large in scope. On the other hand it is probable that ██████████

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██████████ could make personnel available for shorter time from DD/F-wherein the intelligence problems, though much larger in number than DD/I, are less extensive in scope. Ideally, personnel with proper qualifications for this endeavor should be "caught" by OTR as they return from field assignments.

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Mr. ██████████ asked OTR Division and Staff Chiefs to bear the following in mind and contribute the maximum of their resources to successfully getting this undertaking initiated properly:

a. A critical bibliography on the intelligence process or about intelligence experience is needed. The present ISS mechanism is o.k. for this purpose but the end product is lacking in the depth of critical analysis required for this effort. This aspect would require a survey of the field from beginning to end with some means of maintaining currency after the basic survey has been accomplished.

b. There should be established a file of book reviews which can be given wide dissemination on possibly a quarterly or other periodic basis. These reviews if properly carried out could serve as the beginnings of an intelligence journal. OTR personnel were urged to note new books pertinent to this need and to specifically assign such books for critical review by competent personnel available within their staff or division. Such a review should not be limited to a paragraph summary but should be complete, detailed, and meaningful.

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c. Course Chiefs were asked to look over the body of literature amongst papers already available within OTR such as ██████████

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██████████ This and similar papers may lend themselves to publication as monographs.

d. Personnel available on detail or other TDY assignment to OTR should operate under guidance.

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e. There should be a greater use made ██████████ for high level conferences and study and research.

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MISC. Not On Agenda:

- 25X1A A. Mention was made by [REDACTED] that four University consultants would attend
25X1A the morning sessions of the Agency Orientation Course and confer and be given
25X1A additional instructions in the afternoons in Room 1A, [REDACTED]
- 25X1A B. Concern was expressed by [REDACTED] on the difficulties encountered at
25X1A [REDACTED] because of implementing position changes based on a Management
25X1A survey without awaiting approval by Wage and Classification personnel.
25X1A Mr. Baird reassured [REDACTED] and others that no such hasty action would
be taken within OTR.
- 25X1A C. The security of phones between Headquarters and [REDACTED] was questioned
25X1A by [REDACTED] who proposed reconsideration of the installation of tele-types.
Mr. [REDACTED] as directed by Mr. Baird to look into this matter particularly
in the light of increased load on the communications facilities between the
two installations.

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